

Hochschule Düsseldorf
University of Applied Sciences

HSD

International Office

IO

HOCHSCHULE DÜSSELDORF UNIVERSITY OF APPLIED SCIENCES

**A GUIDE FOR INTERNATIONAL
APPLICANTS**

Contact:

Hochschule Düsseldorf
International Office
Münsterstraße 156
40476 Düsseldorf
T +49 (0) 211 43 51 81 40
Email: degreeseeking@hs-duesseldorf.de

Office hours:

Monday and Wednesday	13:00 – 16:00
Tuesday and Thursday	9:00 – 12:00

And on appointment.

Publisher:

Hochschule Düsseldorf - University of Applied Sciences
Dezernat 1- Studium und Lehre
Team 1.2 - International Office
Münsterstraße 156
40476 Düsseldorf
www.hs-duesseldorf.de/studium/internationales

Editors:

Original version: Julia Kretzschmar, Daniel Wiggins, Natalie Suchan
Updated version: Maria Maar; Bliss Ayertey

Translation: Lingua-World GmbH

Status: September 2019

Disclaimer: We have put together the contents for this brochure very carefully. However, all information is subject to change without notice. We therefore recommend you to double check the International Office websites for any updates before submitting your application.

CONTENT

Question 1: Does my educational background qualify me to study at a German university?

Question 2: Do I need to attend a preparatory course (Studienkolleg)?

Question 3: Can I continue my studies in a higher semester?

Question 4: Do I have adequate German proficiency?

Question 5: Do I meet the specific admission requirements?

Question 6: Which special requirements do I have to consider when applying for an admission restricted bachelor study programme?

Question 7: Which special requirements do I have to consider as an applicant from China, Vietnam or Mongolia?

Question 8: How do I apply?

8.1. Application via uni-assist

8.2. Application via Hochschule Düsseldorf

Question 9: Which form must the submitted documents be in?

Question 10: What happens after the application?

Question 11: What type of visa do I need to enter Germany?

Question 12: How much does it cost to study in Düsseldorf?

QUESTION 1: DOES MY EDUCATIONAL BACKGROUND QUALIFY ME TO STUDY AT A GERMAN UNIVERSITY?

You are entitled to study at a German university if your prior secondary school leaving certificate is considered equivalent to the German 'Hochschulreife' or 'Abitur'. In case your university degree is accredited as a 'Bachelor' or 'Diplom' in Germany, you may also study in Germany.

In these cases, you hold the university entrance qualification, the so-called 'Hochschulzugangsberechtigung (HZB)'.

Who checks if my certificates and documents qualify me for studying at Hochschule Düsseldorf?

The official verification is performed by uni-assist e.V., the University Application Service for International Students. Hochschule Düsseldorf - University of Applied Sciences (HSD) itself does **not** verify whether your certificates entitle you to study in Germany.

German citizens can obtain accreditation for their foreign school leaving certificate from the district government (Bezirksregierung).

How can I find out whether I am entitled to study at a German university?

- Open the website www.anabin.kmk.org.
- Please select '**Schulabschlüsse mit Hochschulzugang**' (School leaving certificates with university entrance qualification) on the left side and then the search function '**Suchen**'.

- Find your home country at '**Bitte wählen Sie ein Land**' (Select a country) and then click on your school or university graduation diploma/certificate.
- You can now determine whether you:
 - > can study in Germany directly ('Direkter Zugang') or
 - > need to attend a preparatory course before beginning your studies ('Feststellungsprüfung/Studienkolleg') or
 - > need to confirm one or several years of study in your home country.
- If you find the term 'fachorientierter Zugang' (subject-specific admission) next to your certificate/diploma rating, then you are entitled to study certain subjects only.

If you already studied at a university in your home country,

- please select the menu item '**Institutionen**' (Institutions) and then the search function '**Suchen**'.
- Select your home country as well as the city where you studied. Then select your university from the list that appears, or enter the name of your university into the search field.
- Check the status of your university: If it is H+, it means your university is accredited in Germany as a higher education institution.

DAAD gives hints on educational certificates from abroad at: www.daad.de/en » Information for Foreigners » Preparing for Germany » Requirements.

The International Office advisory service can assist you with further questions on this topic.

I am uncertain about what I want to study, what can I do?

The Student Advisory Service (Zentrale Studienberatung, ZSB) will assist you with finding a direction.

!! IMPORTANT INFORMATION !!

Your educational qualifications entitle you to study only certain subjects (subject-specific admission/fachorientierter Zugang), but you are now planning to study a different subject? Or you are already studying at a German university and want to change your study programme?

In this case it is necessary to attend a Studienkolleg that offers the core course (Schwerpunktkurs) required for study programmes of your choice. Please see: 'Do I need to attend a preparatory course (Studienkolleg)?'

Be aware that if you change your study programme, the official purpose of your residency in Germany changes as well! Please get in touch with your contact person at the local foreigners' authority (Ausländerbehörde) **before** changing your study programme.

HELPFUL LINKS

uni-assist e.V.

<http://www.uni-assist.de/en/>

Evaluation of foreign educational qualifications

<http://www.anabin.kmk.org>

DAAD (German Academic Exchange Service)

www.daad.de/en » Information for Foreigners » Preparing for Germany » Requirements

Information of the district government (Bezirksregierung) Düsseldorf

<http://www.brd.nrw.de> » Schule » Schulrecht, Schulverwaltung » Zeugnisanerkennung

Student Advisory Service

<http://hs-duesseldorf.de/> » English site » Current Students » Contact

QUESTION 2: DO I NEED TO ATTEND A PREPARATORY COURSE ('STUDIENKOLLEG')?

You will need to attend a preparatory course called 'Studienkolleg', if your secondary school leaving certificate is not sufficient, to have direct access to German universities. Or if your admission is restricted to a specific subject area, but now you plan to study an entirely different subject. By completing the preparatory course, you can obtain the required university entrance qualification, which enables you to apply for study programmes at German universities.

What do you do in a Studienkolleg?

A Studienkolleg prepares you systematically for studying at a German university. It teaches language aspects as well as contents in specific subjects, depending on your future study programme. The Studienkolleg is typically structured to last ten months and end with the university entrance examination (Feststellungsprüfung).

The core courses (Schwerpunktkurse) M, T, W, G and S qualify you to study at all university types; with the core courses TI, WW, GD and SW you will only be admitted for universities of applied sciences.

Studienkollegs are often integrated into universities or universities of applied sciences. However, Hochschule Düsseldorf does not have its own Studienkolleg.

Where do I find a suitable Studienkolleg?

There are only a few private, state-accredited Studienkollegs in North Rhine-Westphalia (NRW). These are situated in Bochum, Cologne, Mettingen and Paderborn, among others. The Studienkollegs in Cologne and Paderborn usually charge tuition fees.

Another possibility is to attend a Studienkolleg in another federal state and study at a university in NRW afterwards. The website www.studienkollegs.de provides you with a list of all Studienkollegs in Germany and further information.

Private preparatory courses for an external university entrance examination (Externe Feststellungsprüfung) are offered by different institutions in Bonn, Cologne and Dortmund.

What are the entry requirements for a Studienkolleg?

- ✓ German proficiency of no less than level B1
- ✓ According to www.anabin.kmk.org, your certificate/diploma qualifies you to attend a Studienkolleg

You will need to apply directly to the Studienkolleg and possibly pass an entrance exam in order to get accepted.

Which core course (Schwerpunktkurs) do I need for studying at Hochschule Düsseldorf?

Faculty of Architecture:	TI or T course
Faculty of Design:	GD or G course
Faculty of Electrical Engineering and Information Technology	TI or T course
Faculty of Mechanical and Process	TI or T course
Faculty of Media:	TI or T course
Faculty of Social Sciences and Cultural Studies:	SW, W or G course
Faculty of Business Studies:	WW or W course

An overview of all study programmes and the respective faculty can be found at www.hs-duesseldorf.de » English site » Prospective Students » Study Programmes.

!! IMPORTANT INFORMATION !!

Refugees

Many Studienkollegs, which usually charge tuition fees, offer scholarships for applicants who are refugees. Please contact the Studienkollegs for further information.

University entrance examination (Feststellungsprüfung) without attending a Studienkolleg

You have the option of participating in an 'External university entrance examination' (Externe Feststellungsprüfung) without first attending a Studienkolleg. The district government (Bezirksregierung) in Düsseldorf can provide further information on this topic.

Application

If you have completed a German Studienkolleg, please apply directly at uni-assist.

🔗 HELPFUL LINKS

Overview of state Studienkollegs in Germany
<http://www.studienkollegs.de>

Studienkolleg in Bochum (T course)
www.studienkolleg-bochum.de

Cologne Prep Class in Cologne (T course and W course)
<http://www.fh-koeln.de/cpc> » View this page in English

Prep4University in Cologne (W course)
<https://cbs.de/en/courses/prep4university/>

Pre-Studies Programme in Pulheim (M, T and W course)
<http://www.fh-mittelstand.de/international/fhm-studienkolleg/>
<http://www.fh-mittelstand.de/psp-integra/>

Studienkolleg in Paderborn (T course and W course)
<http://www.studienkolleg-paderborn.de>

Studienkolleg in Mettingen (all core courses available – applicants from Latin-America preferred)
<http://www.studienkolleg-mettingen.de>

Information of the district government Düsseldorf (Bezirksregierung) about the external university entrance examination
<http://www.brd.nrw.de> » Schule » Schulrecht, Schulverwaltung, Externenprüfungen

Preparation courses for the external university entrance examination
> in Düsseldorf (M, T and W course)
<http://studienkolleg-duesseldorf.de/>

QUESTION 3: CAN I CONTINUE MY STUDIES IN A HIGHER SEMESTER?

In certain cases it is possible that courses completed at a university abroad can be counted as credits towards a Bachelor's or Master's degree at Hochschule Düsseldorf. You can then begin in a so-called 'higher semester' (höheres Fachsemester), so you do not have to restart your studies in the first semester.

You need to have studied successfully for at least one semester (30 ECTS).

However, starting in a higher semester is not possible if the study time that you wish to have credited was required for your university entrance qualification (according to www.anabin.kmk.org).

For example:

Graduates of a Moroccan school leaving certificate (Baccalauréat de l'Enseignement Secondaire) must have studied successfully for one year in their current field of study in order to start directly at German universities. This first year of study cannot be counted as credits towards a study programme at Hochschule Düsseldorf. Only further periods of study could be accepted.

In a first step, you can check whether the study credits you wish to have recognized are offered at Hochschule Düsseldorf for your desired study programme. You can refer to the respective examination regulations and module handbooks for this purpose. They can be found on the faculty's websites.

In which cases do I have to apply for a higher semester at uni-assist?

- You have a foreign university entrance qualification and your previous study credits were earned at a foreign university.

In which cases do I have to apply for a higher semester directly at Hochschule Düsseldorf?

- You have a German or foreign university entrance qualification, your previous study credits were earned at a German university and you now wish to transfer into the same subject at Hochschule Düsseldorf (change of study venue/ Studienortwechsel).
- You have a German university entrance qualification and your previous study credits were earned at a foreign university.

!! IMPORTANT INFORMATION !!

Certain study programmes have restrictions for admission to a higher semester. It is therefore possible that no vacancies are available for higher semesters in these programmes. This can only be established after the application deadline!

An applicant for a higher semester has to meet the same admission requirements as an applicant for the first semester (e.g. internship, aptitude test, etc.).

Whether you can be admitted for a higher semester is individually determined on the basis of your credentials – this applies equally to German and international applicants.

QUESTION 4: DO I HAVE ADEQUATE GERMAN PROFICIENCY?

Most study programmes at Hochschule Düsseldorf are taught in German. Therefore you will need extensive German language knowledge in order to complete your studies successfully. Your language proficiency will need to be certificated.

This does not apply for the master study programme in Mechanical Engineering, which is taught in English.

Which language certificates will be accepted?

- ✓ DSH-2 or DSH-3
- ✓ TestDaF examination from TestDaF Institute with at least level 4 in all four examination parts
- ✓ Feststellungsprüfung (university entrance examination) from a German Studienkolleg
- ✓ Abschlusszertifikat C 1.2 issued by Sprachforum Heinrich Heine, or Zertifikat C 1.2 issued by IIK
- ✓ telc Deutsch C1 Hochschule
- ✓ Deutsches Sprachdiplom Stufe II - (DSD II) issued by the Ministry of Culture Conference (Kultusministerkonferenz)
- ✓ Goethe-Zertifikat C2: Großes Deutsches Sprachdiplom issued by Goethe-Institute
- ✓ Kleines Sprachdiplom (KSD) or Großes Sprachdiplom (GSD) issued by Goethe-Institute
- ✓ Certificate Zeugnis der Zentralen Oberstufenprüfung (ZOP) issued by Goethe-Institute

Other language certificates (e.g. internal language examinations from other universities, C1 from Hartnackschule, or DAF-test from Dolmetscher Institut Münster or a German literature degree) will not be accepted!

When in doubt, please contact the language institute of your choice, or the International Office at Hochschule Düsseldorf.

Please note: You are not required to submit the German certificate along with your application, but at the time of your enrolment (Immatrikulation). **Please submit the certificate as a certified copy no later than September 30 (when enrolling for winter semester) or March 31 (when enrolling for summer semester).**

Hochschule Düsseldorf does not offer language examinations. We offer German preparatory courses for refugees only.

TIP

Experience has shown that you will need one year of intensive course training to attain the required language proficiency when starting from scratch!

HELPFUL LINKS

TestDaF dates and preparation courses
<http://www.testdaf.de>

German language course for refugees at HSD
<https://www.hs-duesseldorf.de/refugee-gueststudent>

IIK Düsseldorf e.V.
<http://www.iik-duesseldorf.de>

Sprachforum Heinrich Heine
<http://www.sprachforum.de/en/welcome/>

QUESTION 5: DO I MEET THE SPECIFIC ADMISSION REQUIREMENTS?

Many study programmes at Hochschule Düsseldorf have additional admission requirements that need to be met, e.g. an artistic-design aptitude test, an internship, a minimum grade, or additional language proficiency (English).

Which study programmes require a prior internship?

Almost all bachelor and some master study programmes require a subject-related preparatory internship. Please check this on the specific study programme websites. Link provided in 'Helpful Links'.

For the study programmes B.A. Architecture & Interior Architecture, B.A. New Craft Object Design and B.Eng. Audio & Video it is required that the internship must have been completed by the time of enrolment (Immatrikulation). For these programmes the internship certificate can be submitted no later than September 30 (for winter semester intake) or March 31 (for summer semesters intake).

The required internship certificates for all other study programmes can be presented until the beginning of the 2nd-4th semester. Please check the precise deadline on the specific study programme websites. Link provided in 'Helpful Links'.

The internship certificate must be submitted as a certified copy. If the certificate is issued in a foreign language, it must be translated into German by a state-certified translator. Information on certifications can be found under question 9: *Which form must the submitted documents be in?*

Which study programmes require passing an aptitude test?

An artistic-design aptitude test is required for B.Eng. Audio & Video as well as for all study programmes in the faculty of Architecture and Design.

Please note that you must register for the aptitude test at Hochschule Düsseldorf and Robert Schumann Hochschule (for B.Eng. Audio & Video) directly before officially applying via uni-assist. You have to pass the test first to be able to apply successfully.

If you have further questions concerning the aptitude test and/or the contents of the study programme, we also recommend making an appointment for a counselling with special focus on the study programme and its requirements. For this, please contact the student representatives (Fachschaft) of the faculty of Architecture and Design or the Student Advisory Service (Zentrale Studienberatung, ZSB)– please see 'Helpful Links'.

Which study programmes require proficiency in English?

The study programmes that require certified English language proficiency are: B.A. International Management, all programmes in the faculty of Architecture, all master study programmes in the faculty of Business Studies and all master programmes in the faculty of Mechanical and Process Engineering.

Which certificates are accepted and until when these have to be provided, can be found on the study programme websites and in the examination regulations. Please see 'Helpful Links'.

!! IMPORTANT INFORMATION !!

For some master study programmes further admission requirements will be checked using special additional application forms.

The respective form is available for download during the application process in the uni-assist portal.

You need to fill out the form and send it directly to the admission office at Hochschule Düsseldorf together with the documents mentioned in the form.

Special additional application forms need to be handed in for the following master study programmes:

M. A. Empowerment Studies,

M. A. Culture, Aesthetics, Media,

M. A. Social Work and Educational Science with a Focus on

Psychosocial Counselling,

M. A. International Management

M. A. Communication, Multimedia and Market Management.

🔗 HELPFUL LINKS

Entry requirements for bachelor and master study programmes at Hochschule Düsseldorf

<https://www.hs-duesseldorf.de/studyprogrammes>

<https://www.hs-duesseldorf.de/studium/studierende/pruefungsordnung>

Student Advisory Service

<http://hs-duesseldorf.de/> » English site » Support & Advice

Applying for the aptitude test in Architecture and Design

<https://bewerbung.hs-duesseldorf.de>

Applying for the aptitude test for B.Eng. Audio and Video

<http://www.rsh-duesseldorf.de/>

Student representatives Faculty of Architecture

http://pbsa.hs-duesseldorf.de/fachschaft_architektur

Student representatives Faculty of Design

http://pbsa.hs-duesseldorf.de/fachschaft_design

Student representatives Faculty of Media

<https://fachschaftmedien.de/>

QUESTION 6: WHICH SPECIAL REQUIREMENTS DO I HAVE TO CONSIDER WHEN APPLYING FOR AN ADMISSION RESTRICTED BACHELOR STUDY PROGRAMME?

The admission procedure for all admission restricted (NC) bachelor study programmes at HSD is organized via the dialogue-oriented service procedure (DoSV). The DoSV coordinates the allocation of study places for admission restricted bachelor programmes for all participating universities.

The DoSV is an additional, mandatory step in the application process, aiming to optimise the allocation of study places.

How can I participate in the DoSV?

- Register yourself at www.hochschulstart.de.
- Write down your BID (applicant identification number) and BAN (applicant authentication number), which you will receive with the registration.
- Hand in an application at uni-assist or Hochschule Düsseldorf according to your prerequisites (see question 6: 'How do I apply?'). Please name your BID and BAN number in this application.
- After the application deadline has passed phase 1 of the DoSV starts. In this 'coordination phase 1' you have the possibility to create a ranking list in your account at Hochschulstart. You can organize your applications for the different study programmes and universities according to your priorities.

- During the 'coordination phase 1' you will be informed about admission offers. You can either accept an offer or wait for an admission from another university.
Caution: If you accept an admission at this time, all other applications and admission offers from other universities will be deleted!
- If you do not prioritize your applications actively, they will be ranked automatically according to the time of submission. The application which has been submitted first will get the first position on the list.
- In the following 'decision phase' you have to accept an admission offer.
Please note: This phase lasts only a few days. Again: If you accept an admission, all other applications and offers will be deleted!
- If by the end of the 'decision phase' no admission has been accepted, the best offer, according to your ranking list, will be accepted automatically.
Please note: The determining factor of the admission process is the grade average (NC). If your grade average is not high enough, there is a possibility that you do not get an admission offer at all.
- Once you have accepted a study place, you will receive an admission letter and enrolment information from the respective university. Hochschule Düsseldorf will provide those documents in the HSD online-application portal.

Which documents do I need to send?

You do not need to send any documents to Hochschulstart.

What are the application fees for the DoSV?

You do not need to pay any fees to participate in the DoSV.

!! IMPORTANT INFORMATION !!

Please read the information about the DoSV, which can be found on the websites of Hochschule Düsseldorf and Hochschulstart, carefully. Please pay attention to the application deadlines.

Please check your accounts at Hochschulstart and uni-assist/ Hochschule Düsseldorf regularly during the entire application process.

The DoSV process is not required if your citizenship is from outside of the European Union and you do not have a German university entrance qualification.

The DoSV process is not required if you apply for a higher semester.

HELPFUL LINKS

Hochschulstart

<http://www.hochschulstart.de> »  » Registration and application

Hochschule Düsseldorf

<http://www.hs-duesseldorf.de/application> » Dialogue-oriented service procedure - DoSV

TIP

You can find a list of helpful videos on the Hochschulstart website that will show you how to operate the portal and the different steps of an application.

QUESTION 7: WHICH SPECIAL REQUIREMENTS DO I HAVE TO CONSIDER AS AN APPLICANT FROM CHINA, VIETNAM OR MONGOLIA?

All applicants from China, Vietnam and Mongolia need to hand in an APS certificate for a successful application. The academic test centre (Akademische Prüfstelle, APS) is a service centre that reviews and verifies the certificates of all applicants from China, Vietnam and Mongolia. The APS also checks whether or not an applicant fulfils the requirements for studying in Germany and interviews them.

How can I sign up for the APS-test procedure?

Students from...

- China register online at www.aps.org.cn » Anmelden
- Vietnam register via mail
- Mongolia register in person at the APS test centre in Ulan Bator.

You can find out what documents need to be handed in at the different test centre websites.

What are the fees for the APS-test procedure?

The fee for the APS-test procedure is...

- in China usually 2.500 RMB (this fee already includes the fee for a visa needed to study in Germany)
- in Vietnam usually 150 USD
- in Mongolia usually 500.000 MNT.

How long does the APS-test procedure take?

The APS procedure can take up to several months. Therefore please inform yourself about deadlines and requirements as soon as possible.

!! IMPORTANT INFORMATION !!

For applicants from China:

In case you apply with a preliminary APS certificate, you need to hand in the updated and final APS with your enrolment papers. Preliminary means, that your APS certificate does not include the evaluation of your completed university degree.

If, in that case, you do not hand in an updated APS certificate with your enrolment papers, you cannot be enrolled at Hochschule Düsseldorf and start your study programme, even if you fulfil all other requirements!

HELPFUL LINKS

APS academic test centre (Akademische Prüfstelle) Beijing, China
<https://www.aps.org.cn> » Verfahren und Services Deutschland

APS academic test centre (Akademische Prüfstelle) Hanoi, Vietnam
<http://www.hanoi.diplo.de> » Themen » Kultur und Bildung »
Akademische Prüfstelle (APS) in Vietnam

APS academic test centre (Akademische Prüfstelle) Ulan Bator, Mongolei
<http://www.ulan-bator.diplo.de/aps>

QUESTION 8: HOW DO I APPLY?

It depends on various requirements where you need to apply. Please read the following information carefully to see whether you need to apply via:

8.1. uni-assist
or **8.2. Hochschule Dusseldorf**

Feel free to contact the International Office if you have any questions.

8.1. Application via uni-assist

The university application service for international students (uni-assist e.V.) supports international students with their application at German universities.

In the following cases, please apply via uni-assist:

You have...

a foreign school leaving certificate (A-levels, Baccalaureate, etc.) + a foreign nationality >> and are applying for a bachelor study programme
a foreign school leaving certificate, which has not been recognised by the Dusseldorf District Government (Bezirksregierung) + a German nationality >> and are applying for a bachelor study programme
a foreign school leaving certificate (A-levels, Baccalaureate, etc.) + passed the Studienkolleg or the 'Externe Feststellungsprüfung' >> and apply for a bachelor study programme

a foreign school leaving certificate + studied at a foreign university >> and are applying for a higher semester
a German or foreign school leaving certificate + a foreign university diploma (bachelor, diploma etc.) >> and are applying for a master study programme
a foreign school leaving certificate + studied at a German university >> and want to apply for a different study programme (Studiengangwechsel)

8.1.a. How do I apply via uni-assist?

Start collecting information well in advance, give yourself enough time for the application, compile the application documents with care, and send your application documents well in advance to ensure that your application is successful!

We highly recommend that you first read the information on the internet pages of uni-assist, primarily the sections 'Apply in 6 steps' as well as the FAQ.

- Register at the uni-assist online portal for applicants, fill in your application form and submit it electronically to uni-assist (www.uni-assist.de/en » Apply online » To the online portal)
- Send all relevant documents via postal mail to uni-assist.

8.1.b. Which documents do I need to send to uni-assist?

You will need to send the following documents to uni-assist in Berlin:

- ✓ School leaving certificate and any applicable university entrance examinations (certified copy of original language **and** certified copy of translation)
- ✓ Certificate of the Studienkolleg and Feststellungsprüfung (only for graduates of a Studienkolleg; certified copy)
- ✓ Documentation for any previously earned study credits from a foreign university and your university degree certificate, including transcripts with an overview of subjects and grades of your entire academic career (certified copy of original language **and** certified copy of translation)
- ✓ Certificate of the successfully completed aptitude test (only for study programmes in architecture and design; simple copy)
- ✓ English language certificate (only for B.A. International Management, any master study programme in the Faculty of Business Studies and any master study programme in the Faculty of Mechanical and Process Engineering; certified copy)
- ✓ Original APS certificate (only for applicants from China, Vietnam, Mongolia; please see 'Which special requirements do I have to consider as an applicant from China, Vietnam or Mongolia?')
- ✓ A copy of your passport (simple copy of the page with your personal information)
- ✓ Receipt of the payment/transfer of the processing fee as a simple copy

- ✓ BID- and BAN-number (only for EU citizens applying for admission restricted (NC) bachelor study programmes; please see 'Which special requirements do I have to consider when applying for an admission restricted bachelor study programme?')

8.1.c. Which form must the submitted certificates/diplomas be in?

Unless the original documents are issued in English, a sworn translator must translate foreign language certificates / diplomas into either German or English. You will need to submit copies of the original certificates/diplomas (in their original language) and copies of the translations of these certificates/diplomas.

Please submit your certificates/diplomas and the translations thereof as certified copies. **Do not submit originals of your certificates!**

Internship certificates must be translated into German and submitted as certified copies as well.

Detailed information on certifying documents is available under the main chapter: *Which form must the submitted certificates/diplomas be in?*

8.1.d. Where do I need to send my application documents?

uni-assist e.V.
D- 11507 Berlin
Germany

8.1.e. When do I need to send my application documents to uni-assist?

The application period for first semester intake for study programmes with **restricted admission**:

- Mid-November until January 15 for summer semester
- Mid-May until July 15 for winter semester

The application period for first semester intake for study programmes with **unrestricted admission**:

- Mid-November until February 15 for summer semester
- Mid-May until August 15 for winter semester

The application period for **higher semester** intake:

- Mid-February until March 15 for summer semester
- Mid-August until September 15 for winter semester

Your complete application (incl. all required documents in their required form) have to be submitted to uni-assist before the application deadline. The date of receipt of the documents by uni-assist, and not the date posted, is relevant.

Missing documents can only be submitted before the application deadline.

8.1.f. What are the application fees?

One applications costs	EUR 75.
Each additional application	EUR 30.

Uni-assist's bank details as well as further information concerning payment options can be found at www.uni-assist.de/en »

How to apply» Pay all fees.

Please note, that your bank might charge you additional fees for international money transfers.

!! IMPORTANT INFORMATION !!

Special additional application forms need to be handed in for the following master study programmes:

M. A. Empowerment Studies,
M. A. Culture, Aesthetics, Media,
M. A. Social Work and Educational Science with a Focus on
Psychosocial Counselling,
M. A. International Management,
M. A. Communication, Multimedia a. Market Management.
Please see 'Do I meet the specific admission requirements?'

Uni-assist recommends applying as soon as possible, at least 6 weeks before the application deadline.

Uni-assist will try – but is not obligated – to inform you in time, in case your application documents were received incomplete or late. Only if you submit your application sufficiently early (6 weeks before deadline), uni-assist can generally inform you with sufficient notice.

You can use the applicant's online portal to check the processing status of your application or to get in touch with uni-assist at any time.

Your application is only valid for one semester. If you intend to apply again in the following semester, you will need to submit a new application form and pay the application fee once again.

Uni-assist keeps your documents for one year after you applied, so you do not have to send again anything uni-assist already received with your previous application.

You can apply for a maximum of 3 study programmes at HSD.

🔗 HELPFUL LINKS

Applying step by step via uni-assist e.V.
<https://www.uni-assist.de/en/> » Apply in 6 steps

Uni-assist online portal for applicants
<https://www.uni-assist.de/en/> » Apply online » To the online portal

Information on certified copies
Please note: HSD does not accept certification from churches or student governments (AStA)
<https://www.uni-assist.de/en/how-to-apply/> » assemble your documents » certified copies and translations

Database of sworn translators and interpreters
<http://www.dolmetscher-uebersetzer.nrw.de> » Englische Seite

Information on fees and payment for uni-assist e.V.
<https://www.uni-assist.de/en/how-to-apply/> » Pay all fees

Applying again
<https://www.uni-assist.de/en/> » Reapplying

8.2. Application at Hochschule Düsseldorf

If any of the following cases apply to you, you should apply directly to HSD:

You have...

1	a German secondary school leaving certificate (e.g. Abitur) + an international citizenship
2	the German Abitur from a German School Abroad
3	an international secondary school leaving certificate, which has been recognised by the Düsseldorf District Government (Bezirksregierung) (including GPA transfer) + an German citizenship
4	an international secondary school leaving certificate + a previous German bachelor degree or Diplom >> and want to apply for a master degree or a second bachelor degree (Zweitstudium)
5	an international secondary school leaving certificate + studied at a German university >> and want to apply for a higher semester
6	a German secondary school leaving certificate + studied at an international university >> and want to apply for a higher semester

8.2.a. How do I apply at Hochschule Düsseldorf?

The application at Hochschule Düsseldorf has to done via the online-application portal: <http://bewerbung.hs-duesseldorf.de>

Applicants for admission restricted (NC) bachelor study programmes, please note the information in this brochure ('Which special requirements do I have to consider when applying for an admission restricted bachelor study programme?').

8.2.b. Which documents do I need to send?

- ✓ Applicants for a second degree (Zweitstudium) need to send their degree certificates and a motivation letter.
- ✓ **Applicants for a higher semester need to send a current certificate of enrolment**, which states the current study semester and study programme.
- ✓ Should any other documents be required, you will be informed about this during the online application process.

All documents need to be sent as certified copies. Foreign language certificates must be translated into German or English by a sworn translator.

8.2.c. Where do I need to send my application documents?

Hochschule Düsseldorf
Studierenden Support - Zulassungsstelle
Münsterstraße 156
40476 Düsseldorf
Germany

8.2.d. When do I need to send my application to HSD?

The application period for first semester intake for study programmes with **restricted admission**:

- Mid-November until January 15 for summer semester
- Mid-May until July 15 for winter semester

The application period for first semester intake for study programmes with **unrestricted admission**:

- Mid-November until a week before lectures start for summer semester
- Mid-May until a week before lectures start for winter semester

The application period for **higher semester** intake:

- Mid-February until March 15 for summer semester
- Mid-August until September 15 for winter semester

8.2.e. What are the application fees?

An application directly at Hochschule Düsseldorf is free of charge.

!! IMPORTANT INFORMATION !!

German citizens, who have acquired their university entrance qualification in another country and want to apply at Hochschule Düsseldorf directly, must have their certificates accredited and GPA transferred to the German grading system by the Düsseldorf District Government (Bezirksregierung).

If your school certificates have been officially accredited by the district government (Bezirksregierung) (case 3) or you want to apply for a higher semester with credits from a German university, please select in the HSD-application portal that you have received a German university entrance qualification (Hochschulzugangsberechtigung).

🔗 HELPFUL LINKS

Online application at Hochschule Düsseldorf
<http://bewerbung.hs-duesseldorf.de>

Information for a higher semester applicants
www.hs-duesseldorf.de/studium » Studieninteressierte » Wechsel

Information of the district government (Bezirksregierung) Düsseldorf
<http://www.brd.nrw.de> » Schule » Schulrecht, Schulverwaltung » Zeugnisanerkennung

QUESTION 9: WHICH FORM MUST THE SUBMITTED DOCUMENTS BE IN?

Unless the original documents are officially issued in German or English, you need a certified translation of the foreign language certificates into either German or English.

Please make sure all submitted copies are certified. Never submit original documents!

Standards for Certifications

Certifications must always contain an original official stamp ('Dienstsiegel'), a notation/attestation note certifying that the copy or duplicate is identical to the original document, and an original signature of the person certifying the document.

A simple copy or scan of your certified documents is not enough. uni-assist only accepts a copy as certified, if it bears the original official stamp, attestation note and signature and is submitted in paper form.

The official stamp has a round or oval shape and contains an emblem. Certifications which only bear a stamp without emblem (only containing text) are not accepted.

Copies consisting of several pages, must clearly show that every page has been certified in the same process. To clearly show this, you have two possibilities:

- Have every single page certified separately. If you go for this option, make sure that your name is mentioned on each page of the original document. If your name is not mentioned on each page, your name must be included in the attestation note along with the reference to the type of document.

- Have all pages of the copy of your certificate certified together. If you go for this option, the official stamp must be visible on each page. So, you need to arrange the pages in such a way that each of them shows a part of the official stamp (see image below). In this case, the attestation note and signature need to be on only one of the pages.



- Exception: If a German notary certifies your document (sealed and tied together with a ribbon), a certification on only one of the pages is accepted.

If you have your documents certified outside of Germany, the following institutions can help:

- ✓ issuing schools and higher education institutions,
- ✓ your home country's ministry of education,
- ✓ German embassies,
- ✓ the embassy's culture department of the country from which the certificate originates,
- ✓ the public authorities and notaries authorised to certify documents in your home country.

In Germany, each public institution may certify document if they have an official stamp. For example:

- ✓ local government administration,
- ✓ parish offices,
- ✓ local mayors or municipal administrator, city, town or district administrations, local citizen registration offices and town halls,
- ✓ courts and notaries.

The following are not allowed to certify documents:

- ✗ e.g. firms, corporations, associations and foundations which have an official stamp like banks, churches, insurances and student unions,
- ✗ translators and interpreters (Sworn translators can only certify their translations, but not any original documents.),
- ✗ tax consultants, auditors, lawyers or legal advisers,
- ✗ private individuals.

Standards for Certified Translations

We accept translated certificates from:

- ✓ within Germany: sworn translators,
- ✓ the responsible department of the issuing school or higher education institution,
- ✓ outside of Germany: institutions authorised to produce sworn translations or translations accepted by court.

uni-assist cannot accept translations from translation agencies, which are not listed as sworn translators.

Standards for the Language of Certificates

Submit copies of your certificates in their original language and of their translation into German or English.

Does your country officially issue certificates not only in your original language, but also in German or English? Then you do not need to submit a translation.

!! IMPORTANT INFORMATION !!

Copies of translations, as with copies of the original document, must also be certified.

Sworn translators may certify their own translations – but they are not allowed to certify documents in the original language.

Public institutions in Germany are authorised to certify documents in foreign languages – but they are not obliged to do so. If you do not find any public institution in Germany willing to certify your documents, please contact the embassy of your home country.

HELPFUL LINKS

Certifying copies

<https://www.uni-assist.de/en/how-to-apply> » Assemble your documents

Translator database

<http://search.bdue.de/>

QUESTION 10: WHAT HAPPENS AFTER THE APPLICATION?

If you have applied via uni-assist...

...your documents will be checked and processed by uni-assist in Berlin.

If your application does not meet all formal requirements, you will be informed by uni-assist and your documents will remain in Berlin. If the application deadline has already passed, you can only re-apply at a later point in time.

If your application is complete and meets all formal requirements, uni-assist forwards your application to the admission office of Hochschule Düsseldorf. Uni-assist confirms this step in writing. You can use this letter to start applying for a visa (please see question 11: 'What type of visa do I need to enter Germany?').

If required, Hochschule Düsseldorf will then check your application based on further criteria and then carry out the admission procedure. You will receive an email with log-in details for the Hochschule Düsseldorf online-application portal, where you will later find your admission/rejection letter as a pdf file. It might take a few days until the log-in details have been generated and forwarded to you.

Approx. 3-6 weeks after the application deadline all admission processes will be completed. You will be informed via email as soon as an admission/rejection letter is available for you in the online-application portal.

In case you receive an admission for Hochschule Düsseldorf, you will also find all relevant forms and information for enrolment there. Please pay attention to the enrolment deadline stated in the admission letter!

If you have applied via HSD online application portal...

...approx. 3-6 weeks after the application deadline all admission processes will be completed. You will be informed via email, as soon as an admission/rejection letter is available for you in the online-application portal.

In case you receive an admission for Hochschule Düsseldorf, you will also find all relevant forms and information for enrolment there. Please pay attention to the enrolment deadline named in the admission letter!

In case you have participated in the DoSV at hochschulstart.de...

...you should check your online account at hochschulstart.de regularly after the application deadline has passed, to see and accept admission offers.

Once you have accepted an admission offer of Hochschule Düsseldorf at hochschulstart.de, you will find your admission letter and all relevant forms and information for enrolment in the Hochschule Düsseldorf online-application portal.

Please pay attention to the enrolment deadline stated in the admission letter!

HELPFUL LINKS

Uni-assist – Frequently asked questions

<https://www.uni-assist.de/en/faqs/>

online-application portal Hochschule Düsseldorf

<http://bewerbung.hs-duesseldorf.de> » Meine Dokumente

Hochschulstart (DoSV)

<http://www.hochschulstart.de> »  » Application portal » Log in

QUESTION 11: WHAT TYPE OF VISA DO I NEED TO ENTER GERMANY?

If you wish to come to Germany as a full-time student, you need a national visa (**German: nationales Visum**).

There are different types of visa that prospective students can apply for. You get a visa for a limited period depending on the purpose of residence in Germany:

- Visa for orientation concerning studies at a German university ('Studienbewerbervisum')
- Visa for participation in a German language course in order to prepare for university studies ('Sprachkursvisum zum Studienzwecke')
- Visa for study purposes ('Studiervisum')

These three visa types can be converted into a residence permit in Germany at the local foreigners' authority (Ausländerbehörde). For this, please visit the local foreigners' authority as soon as possible after your arrival in Germany.

Caution! The following visa types **cannot** be converted into a residence permit in Germany:

- Tourist visa
- Visitor visa
- Business visa
- Language course visa without intent to study

If you enter Germany with one of these visa types, you will be required to return to your home country to request a new visa for study purposes.

👁 TIP

The final notice issued by uni-assist indicating that your application was forwarded to HSD will generally be accepted as a confirmation of your application by the German embassies or consulates.

HSD does not issue preliminary certifications, or conditional admissions. The admission and rejection letters are sent out several weeks after the application deadline.

🔗 HELPFUL LINKS

Information of the Federal Foreign Office (Auswärtiges Amt) – Do I need a visa?

<http://www.auswaertiges-amt.de> » Visa regulations

Information of the DAAD

<https://www.daad.de/en> » Information for Foreigners » 10 steps to Germany » Application/Visa/Accommodation » Visa

Information of the foreigners' authority (Ausländerbehörde) Düsseldorf about residence permits for study purposes (in German) <https://www.duesseldorf.de/wirtschaftsfoerderung/business/einreise-und-aufenthalt.html> » Stichworte A-Z » Aufenthaltserlaubnis zum Studium

University services at the foreigners' authority (Ausländerbehörde) Düsseldorf

<http://www.duesseldorf.de/auslaenderamt/>

QUESTION 12: HOW MUCH DOES IT COST TO STUDY IN DÜSSELDORF?

Does Hochschule Düsseldorf charge tuition fees?

At the moment Hochschule Düsseldorf does not charge tuition fees. You are merely required to pay a semester fee of approx. EUR 312 per semester.

The semester fee consists of fees for the Studierendenvorkurs, the student representatives and the semester ticket. With the semester ticket, you can use all means of public transport throughout North Rhine-Westphalia (NRW).

What will my monthly expenses be?

Your monthly expenses largely depend on your personal needs. The biggest part of the monthly expenses for students is usually the rent, which amounts to one third of the total living expenses.

German students spend approx. EUR 800 per month for the following items:

Rent	EUR 323
Food	EUR 168
Clothing	EUR 20
Study materials (books etc.)	EUR 20
Travel expenses (car/ public transport)	EUR 94
Health insurance, medical expenses, drugs	EUR 80
Communication (telephone, internet etc.)	EUR 31
Sports, recreation, cultural events	EUR 61
Total expenses	EUR 819

How can I finance my studies?

1. Part-time job

Many students finance their studies with a part-time job. Students from EU/EWR-countries generally have free access to the German labour market.

All students from a non-EU-country may only work 120 days or 240 half days per year. This does not apply to employment as a student or research assistant at a university. So these kinds of jobs can be carried out in addition to the 120/240 days.

2. Scholarships

You have the possibility to apply for different scholarships. You can use the scholarship database published by the German Academic Exchange Service (Deutscher Akademischer Austauschdienst, DAAD) that offers various scholarship opportunities through DAAD or political and business-oriented foundations.

The requirements for a successful scholarship application vary from programme to programme. The following criteria are generally taken into account:

- previous academic and examination performance, as well as special scientific expertise
- general personal characteristics

HSD offers a scholarship, the 'Studienabschluss-Stipendium', for international students, who are working on their final theses.

In addition, HSD awards the 'Deutschland-Stipendium' to ambitious and outstanding students of all nationalities.

HELPFUL LINKS

Information on the semester fee at HSD

<http://www.hs-duesseldorf.de/semesterfee>

Federal employment Agency (Arbeitsagentur)

<http://www.arbeitsagentur.de>

Stellenwerk Düsseldorf

<http://www.stellenwerk-duesseldorf.de>

Scholarship database of DAAD

<http://www.daad.de/en> » Information for foreigners » finding
scholarships

Completion of Studies Grant

<http://www.hs-duesseldorf.de/scholarships> » Completion of Studies
Grant

Deutschlandstipendium

<http://www.hs-duesseldorf.de/hoehschule/verwaltung> » Stipendien- &
Alumni-Management » Deutschlandstipendium